



COUNTY OF LOS ANGELES  
TREASURER AND TAX COLLECTOR

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 437  
LOS ANGELES, CALIFORNIA 90012



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TREASURER AND TAX COLLECTOR

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July 12, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF REFURBISHMENT AND RECONFIGURATION  
OF OFFICE SPACE FOR  
DEPARTMENT OF TREASURER AND TAX COLLECTOR  
CAPITAL PROJECT NUMBERS 86796**

**(FIRST DISTRICT - 3 VOTES)**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER  
THAT YOUR BOARD:**

1. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State Guidelines section 15301 (a) and Class 1, Subsection (d) the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.
2. Approve the refurbishment and reconfiguration of approximately 30,000 square feet of existing office space on the first floor of the Kenneth Hahn Hall of Administration occupied by the Treasurer and Tax Collector (TTC) Secured and Unsecured Property Tax Divisions.
3. Authorize the Treasurer and Tax Collector to take such steps as necessary to document and implement the project.

### **PURPOSE OF RECOMMENDED ACTION**

Approval of these actions will allow refurbishment and reconfiguration of six existing office spaces for the Treasurer and Tax Collector's Secured and Unsecured Property Tax Divisions, located on the first floor of the Kenneth Hahn Hall of Administration.

### **JUSTIFICATION**

The existing configuration in the TTC Secured and Unsecured Property Tax Divisions have not been improved since the mid 1980's and has several deficiencies that result in safety, public service and supervision issues. This reconfiguration and refurbishment project will allow the TTC to provide ergonomic workstations for staff, upgrade the heating/air conditioning vent system, replace damaged ceiling tiles and carpet, and upgrade electrical and phone systems. Reconfiguration will also optimize the available space by bringing the offices and aisle ways in compliance with Fire and American Disability Act access requirements. This project will also consolidate the public service operations that are currently separated, to allow more efficient and timely customer service.

Internal Services Department (ISD) will provide the space renovation services for this project. The modular office furniture will be purchased from a County agreement vendor.

### **Implementation of Strategic Plan Goals:**

Completion of this project will assist in implementing the County's Strategic Plan Goal of "Workforce Excellence" in providing employees with a safe work environment, while also contributing to employees' well-being. Additionally, this office renovation will increase the functionality of staff, resulting in increased productivity, which also supports the County's goal of "Workforce Excellence."

### **FISCAL IMPACT/FINANCING**

This project is included in the Treasurer and Tax Collector's fiscal year 2005-06 capital project budget recently approved by your Board under capital project number 86796. The total estimated project cost is \$1,500,000 which includes demolition, construction, upgrading of the existing heating/air conditioning vent system, electrical, telephone and data wiring, replacement of damaged carpet and floor tile, painting, plumbing and ergonomic modular furniture design.

This capital project is exempt from the requirements of your Board's Civic Art Program for Capital Projects as it does not provide a visible or appropriate venue for civic art.

**FACTS AND PROVISIONS**

Not applicable.

**ENVIRONMENTAL DOCUMENTATION**

This project is categorically exempt as specified in CEQA Guidelines section 15301 (a) and Appendix G, Class 1 subsection (d) of the County of Los Angeles, Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, because it is limited to interior alterations to an existing structure involving no expansion of use beyond what previously existed.

**IMPACT ON CURRENT SERVICES**

The majority of the needed work will be scheduled during regular working hours. The demolition work will be conducted on evenings and weekends in order to eliminate any disruption to staff and service to the public. There will be no impact on service to other County Departments.

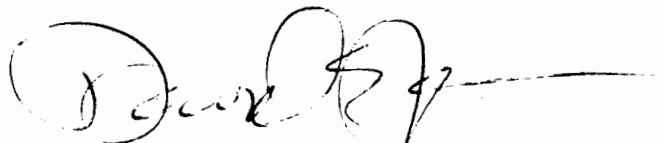
**CONCLUSION**

Please instruct the Executive Officer-Clerk of the Board to return copies of the approved Board letter to the Chief Administrative Office – Capital Projects.

Respectfully submitted,



MARK J. SALADINO  
Treasurer & Tax Collector



DAVID E. JANSSEN  
Chief Administrative Officer

MJS:DJ:naf

c: Executive Officer, Board of Supervisors  
Chief Administrative Office  
Internal Services Department  
County Counsel